Bylaws

of the

Wisconsin Information Technology Directors Council

<u>Preamble</u>

The history of data processing activity in State agencies covers many years. Today, what was once known as data processing is now known as Information Technology (IT). Over the last five years IT has moved from being an important aspect of supporting a business, to becoming an integral part of the business, or in many cases, the business itself.

From mainframe, to client/server, to network computing and E-Business across the Internet, every aspect of IT is different today than it was five years ago. As IT moves into the business, the skills and activities of people in the IT field must change accordingly. This change affects entry-level staff and Chief Information Officers (CIO) alike. As businesses and governments are struggling with the changes related to IT, they are also faced with a severe shortage of qualified IT staff. This shortage has increased significantly over the last five years and shows no signs of letting up in the near future. These factors make management and leadership of IT today a considerable challenge.

Many functions of government are already completely dependent upon information technology to meet the growing demands for service delivery and cost controls. Today, however, the trend is that IT is becoming a direct delivery mechanism for those services. Governments are reaching out directly to the population using the Internet and other wide area networks to provide services. Cases of this range from the payment of license fees, to the receipt of benefits, to the ability to take a college class or cast a vote from home. This trend is causing different units of government to work together to use consistent methods for providing different services to the exact same population. Hence, the "Government Portal" is becoming a desirable entry point for accessing government from the Internet.

The increased demands being placed on IT groups today also increase the need for coordination, communication and teamwork. It is appropriate that a permanent Council of high level IT managers from within the State of Wisconsin be formed to sponsor these efforts and to forward the use of IT in the best interest of the State.

The Name of the Group:

The name of the group shall be:
> The Wisconsin Information Technology Directors Council

1.0 Purpose:

The purposes of the Council shall be to advise the State on matters of IT plans and utilization, to study questions of broad concern and interest among information technology managers, and to facilitate sharing and cooperation. Specifically, the following areas of concern are proposed:

a. Planning - The Council should aid in the process of planning for effective use of information technology in the State. Members should help to determine the nature and scope of an information technology management plan: they should assist in identifying the factors and data to consider in the planning effort; they should become aware and learn from the plans and experiences of other states and private sector entities; they should participate in the review and evaluation of alternatives and provide recommendations for appropriate directions.

b. Sharing - The Council should provide a forum for the sharing of information, resources, and expertise. Experience related to all areas of IT and IT Management should be exchanged for common benefit: products and information should be exchanged where appropriate; members of the Council should share information each may obtain independently through participation in professional meetings and conferences. The Council should facilitate the sharing of skills in the areas of challenging technologies.

c. Cooperative Effort - The Council should facilitate cooperative efforts, for example, in establishing back-up capabilities in the event of disaster in any installation, in investigating cooperative purchase potentials, in training and education, in personnel classification and compensation issues, in service delivery and in other areas of common interest to multiple installations.

d. Advice and Policies - When appropriate, the Council should make recommendations to the Department of Administration/Division of Enterprise Technology (DOA/DET) on policies and procedures for the coordination of information technology in State government.

In summary, the Council should provide an opportunity for information technology directors to come together for the interchange of business, managerial and technical information, and discussion of experiences and ideas which may lead toward the general improvement of information technology services in government.

2.0 Membership:

Regular membership on the Council is to be made up of persons from State government or State-supported higher education with information technology decision making and managerial responsibility for directing information technology staffs and facilities. One person from each of these organizations will be a regular member of the Council. Each regular member of the Council may designate an alternate to attend Council meetings as a representative. Due to the sensitive nature of some topics addressed by the Council, members and delegates should be at the management level.

The President of the University System may designate staff member(s) to regularly attend meetings as a nonvoting member(s) to expedite communication between the Council and other University System information technology directors. Members or representatives of the Wisconsin Administrative Officers Council, DOA/DET staff and other public or private groups may be invited to meetings of the Council when issues of mutual concern are on the agenda.

The Council shall establish contacts with publicly supported information technology staffs and facilities throughout the State, consulting with them as appropriate, keeping them informed of Council activities, and calling on them for counsel and advice when considering issues which affect them. In particular, this shall apply to information technology staffs and facilities associated with counties, CESA districts, technical colleges, and University campuses: and the Council shall establish and maintain formal liaison with the officers of the University of Wisconsin Information Technology Management Council.

The Council shall establish contacts with privately supported organizations as needed to further enhance the State's knowledge and expertise related to information technology.

3.0 Council Structure

The officers of the organization shall consist of a Chairperson, Vice-Chairperson, and Secretary. The responsibilities of each officer are as follows:

a. Chairperson:

1. Preside at general meetings and Executive Committee meetings.
2. Establish, with appropriate consultation, agenda for general and executive meetings.
3. Represent the Council at appropriate meetings.
4. Appoint Council committees as directed.

b. Vice-Chairperson:

1. Preside at general meetings and Executive Committee meetings in the absence of the Chairperson.
2. Represent the Council in the Chairperson's absence.
3. Serve as liaison between the Executive Committee and the established Council committees, and serve as an ex officio member of all committees.

c. Secretary:

1. Prepare minutes of regular meetings and Executive Committee meetings.
2. Transmit minutes of general meetings to members within two weeks after the date of the meetings.
3. Arrange the mechanics of Council meetings.

4.0 <u>Committees or Other Affiliated Groups:</u>

a. <u>Executive Committee:</u>
    The Executive Committee will provide a small working group to represent varying interests of participating installations. It shall consist of seven members: the Chairperson, Vice-Chairperson, Secretary, the outgoing Chairperson, and three members elected from the membership.
    Its duties are:
    1) Recommend the establishment of committees from among Council members or others as appropriate.
    2) Recommend appropriate policies and procedures for decisions by the Council.
    3) Recommend Council positions on important issues for decision by the Council.

5.0 <u>Elections:</u>

Officers and Executive Committee members will be elected at the last meeting in a calendar year with each serving a one-year term. Interim elections will be held to fill vacancies. An officer cannot serve more than two consecutive terms in the same office.

Elections shall be by a vote of the majority of the quorum.

6.0 <u>Meetings:</u>

a. At least eight regular meetings will be held each year, usually on the first Wednesday of a month. The Executive Committee or the Chairperson can call special meetings. An agenda will be provided to all members at least five days in advance of any meeting.

b. A quorum of the Executive Committee shall be five members. A Quorum of the Council shall be ten voting members.

c. General parliamentary rules as set forth in Robert's Rule of Order shall govern the conduct of the meetings of the Council.

d. Attendance at the Council and Executive Committee meetings by non-members will require an invitation by a member of the executive committee.

e. The Executive Committee will develop agendas for the Council and Executive Committee meetings. Council members may get issues on the agenda through the Executive Committee or by raising them during a Council meeting, when Other Business is discussed. Non-members must bring issues to the Executive Committee for consideration.

f. The Council, and it's mailing list should be used with discretion when attempting to broadly distribute general information. Neither the Council, nor it's mailing list is an open forum for vendors.

7.0 Amendments to the Bylaws:

Amendments may be made by a 2/3 vote of the quorum at any regular, special meeting or electronically by e-mail if a 45-day notice has been provided to each member.